

**OFFICE TECHNICIAN (T)****Permanent Full-Time Position****Salary: \$2,598 - \$3,157****FINAL FILING DATE: July 27, 2007**

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The mission of the CALFED Bay-Delta Program is to develop and implement a long-term comprehensive plan that will restore ecological health and improve water management for beneficial uses of the Bay-Delta System.

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**THE POSITION...**

Under the general supervision of the Staff Services Manager II and the lead of the Associate Governmental Program Analyst in Business Services, the Office Technician regularly performs a variety of difficult duties and is expected to consistently exercise a high degree of initiative, originality, good judgment, and independence in performing assigned tasks.

**DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Using a personal computer, types, edits, and formats a variety of daily and long-term projects consisting of but not limited to: memos and correspondence from rough draft; contracts; spreadsheets; scientific reports and related documentation; reports to the Legislature; statistical charts; graphs; tables; legislative bill analyses; Governor, Agency, and Director level referrals; responses to public inquiries; and requests for information
- Provides back-up clerical support and assistance to Director's/Chief Deputy Director's Assistants and other Executive Assistants when needed
- Picks up, opens, date stamps, and sorts all incoming mail on a daily basis; delivers mail to CALFED staff; retrieves outgoing mail and prepares it for mailing using envelope inserter and postage metering machine; prepares letters and parcels for overnight shipping via contracted courier and delivers to collection box; records and maintains shipping log for all packages, including overnight mail and parcels
- As the CALFED Receptionist, receives and screens telephone calls from a wide variety of sources
- Greets and assists a variety of visitors including government officials, stakeholder representatives, and the public, and notifies staff of their arrival
- Logs all incoming invoices into invoice tracking database and forwards to Fiscal Services for action

**DESIRABLE QUALIFICATIONS INCLUDE BUT ARE NOT LIMITED TO:**

- Proficiency with Microsoft Office programs such as Word, Excel, and Internet Explorer
- Ability to proofread and edit typewritten documents accurately using correct vocabulary, spelling, grammar, and punctuation; make arithmetical calculations; communicate effectively, both orally and in writing; read, interpret, and follow office policies and procedures

**WHO MAY APPLY...**

Applicants who have eligibility for appointment or transfer to this classification.

**HOW TO APPLY...**

Submit a State application (Form STD. 678) and resume to:

CALFED Bay-Delta Program - Human Resources - LC  
650 Capitol Mall, 5<sup>th</sup> Floor  
Sacramento, CA 95814

Please include the job title and position number on your application.

**QUESTIONS?** Contact Lillian Castro (916) 445-5616 or [Lillian.Castro@calwater.ca.gov](mailto:Lillian.Castro@calwater.ca.gov)